



## King County

### Department of Development and Environmental Services

900 Oakesdale Avenue Southwest  
Renton, WA 98057-5212

**206-296-6600** TTY 206-296-7217

Web date: 06/27/2007

## ACCESSORY DWELLING UNITS: Notice on Title Requirements and Affidavit

For alternate formats, call 206-296-6600.

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### Notice on Title Requirements for an Accessory Dwelling Unit (ADU)

**DDES Building Permit Number** \_\_\_\_\_ **Date** \_\_\_\_\_

King County requires that a Notice on Title be recorded with the Records, Elections and Licensing Services Division before any permit can be issued for an Accessory Dwelling Unit (ADU) per King County Code 21A.08.030 (7). Instructions are as follows:

- Please complete and notarize the attached Accessory Dwelling Notice affidavit. If the legal description does not fit in the provided space, you may include it on a separate piece of paper. Be sure to record the legal description with the affidavit.
- Complete the attached cover sheet. The Recorder's Office requires that the attached cover sheet form be used. Please do not make any marks in any of the margins or it will not be acceptable for recording.
- Record the completed Accessory Dwelling Notice affidavit with legal description by taking or sending it along with the completed cover sheet to:

**King County Records, Elections and Licensing Services Division**  
**Recorder's Office**  
**King County Administration Building**  
**500 Fourth Avenue, Room 311**  
**Seattle, WA 98104**

The Recorder's Office is located on the third floor. For information on recording and fees, contact the Recorder's Office at 206-296-1570 or  
[www.metrokc.gov/recelec/records](http://www.metrokc.gov/recelec/records).

Be sure to get a copy of the recorded document with the recording number.

- Keep one copy of the recorded document with the recording number and return one copy to:

**King County DDES**  
**Building Permit Center**  
**900 Oakesdale Avenue SW**  
**Renton, WA 98057-5212**

If you have questions about these requirements, contact the DDES Permit Center at 206-296-6600.

**NOTE: The Accessory Dwelling Notice must be completed,  
notarized, and recorded to meet all requirements!!**



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## ACCESSORY DWELLING NOTICE Affidavit Regarding Accessory Dwelling Unit

This property contains a primary dwelling unit and an accessory dwelling unit, as defined by Chapter 21A.06.345 and 21A.06.350 of the King County Code. Requirements for accessory dwellings apply to this property including limitations placed upon the use and construction of accessory dwellings as prescribed by Chapter 21A.08.030 of the King County Code. The notice shall run with the land and shall not be removed except upon specific written authorization by King County recorded upon this title.

I, \_\_\_\_\_, having been duly sworn on oath, depose and declare:

1. I am the property owner of property legally described as:

with an address of: \_\_\_\_\_  
and Parcel Number: \_\_\_\_\_

2. I occupy or intend to occupy the primary residence or the accessory dwelling unit on the property.
3. I am aware of the following regulations for accessory dwelling units:
  - a. Only one accessory dwelling unit per primary single detached dwelling unit is permitted.
  - b. The accessory dwelling unit is allowed only in the same building as the primary dwelling unit when the lot is less than 10,000 square feet in area or when there is more than one dwelling unit on the lot.
  - c. One of the dwelling units shall not exceed a floor area of 1,000 square feet except when one of the dwelling units is wholly contained within a basement or attic.
  - d. When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each street side of the building.
  - e. One additional off-street parking space shall be provided for the accessory dwelling unit.
  - f. The accessory dwelling unit shall be converted to another use or shall be removed if one of the dwelling units ceases to be owner occupied.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and Sworn to, before me the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington

**Check out the DDES Web site at [www.kingcounty.gov/ddes](http://www.kingcounty.gov/ddes)**

**Return Address:**

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Please print or type information **WASHINGTON STATE RECORDER'S Cover Sheet** (RCW 65.04)

**Document Title(s)** (or transactions contained therein): (all areas applicable to your document must be filled in)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Reference Number(s) of Documents assigned or released:**

Additional reference #'s on page \_\_\_\_\_ of document

**Grantor(s)** (Last name, first name, initials)

1. \_\_\_\_\_,  
2. \_\_\_\_\_,

Additional names on page \_\_\_\_\_ of document.

**Grantee(s)** (Last name first, then first name and initials)

1. \_\_\_\_\_,  
2. \_\_\_\_\_,

Additional names on page \_\_\_\_\_ of document.

**Legal description** (abbreviated: i.e. lot, block, plat or section, township, range)

\_\_\_\_\_  
\_\_\_\_\_

Additional legal is on page \_\_\_\_\_ of document.

**Assessor's Property Tax Parcel/Account Number**

☐ Assessor Tax # not yet assigned

\_\_\_\_\_

The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.

I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document.

\_\_\_\_\_  
Signature of Requesting Party